



ISHM CUSTOMER SERVICE
Pre & Post Event ~ On-Site Services
Frypan Pardners LLC



PO Box 87, Spencer, OK 73084 Mobile 405-623-8183
Email FrypanOK@aol.com www.frypanpardners.com/ishm

International School of Hydrocarbon Measurement

May 12, 13 & 14, 2026

Oklahoma City Convention Center, 1 Mick Cornet Drive

January 1, 2026

Howdy ISHM 2026 Exhibitors!

A new year and a new ISHM Logo. That's a fresh start for working together once again! This packet has the order forms and information pages that will make your process more easily managed. When you come to OKC we want you to arrive happy, knowing that everything in your event plan is under control. But, if this is your **First Time To Exhibit**, expect ISHM to be the best exhibition you'll be in all year.

Since you were last here, the **Oklahoma City Convention Center** has been constantly busy. Impacting us this year is a gymnastics event that precedes our use of the exhibit hall. Getting all that the chalk out is a serious concern, so we are abridging our set-up time to accomplish *everything* on Monday, May 11th. Yes, typically we take two days, basically one to erect the booths and one to move-in & fill them up – **but this year will be different.**

School dates & times stay the same as every year, but Exhibitor move-in & set-up will be from 5:00 pm to 10:00 pm on Monday, May 11th. We've done this before; in fact, every few year we encounter this shift. However, if you're concerned about your particular set-up needs, please call me.

So for now, review the following pages to determine which services, if any, you want to include. The packet begins with the Event Timeline, follows with General Instructions for shipping display materials, and continues with all the Forms needed to make things go the way you want. But if you can't find answers to your questions, just give me a call or email your concerns.

Betsy Fry 405-623-8183 FrypanOK@aol.com

It's great having all you *Pardners* coming back again and again to ISHM. Each year I get to know more of you and learn about the fascinating displays you host here. It's my privilege to provide you with show services and I'm counting on you to speak up if I've overlooked something *you* need. And if this is your first time exhibiting at ISHM, look for Frypan at the back of the hall, between the overhead doors. Stop by to say hello!

Warm regards,

Betsy Fry
Frypan Pardners LLC
Events Over Easy & Projects Well Done

INTERNATIONAL SCHOOL OF HYDROCARBON MEASUREMENT



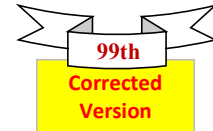
EXHIBITOR TIMELINE 2026

OKC CONVENTION CENTER

100 Mick Cornett Drive, Oklahoma City, OK 73109

Phone 405-602-8500 Fax 405-602-8505

Exhibit Halls C & D



Website: ishm.info

Packet Pages: frypanpartners.com/ISHM

ISHM COMMITTEE, EXHIBIT CHAIR

Matt Parrott

Mobile: 281-898-3658

Email: matt.parrott@k2controls.com





ISHM CUSTOMER SERVICE

Betsy Fry, Frypan Partners LLC

Mobile: 405-623-8183

Email: frypanok@aol.com



Nov-April	Registrations: Exhibitors Reserve Booth Space, Submit Contract, Send Remittance, Ask Questions, Plan Mobile Trailer Exhibitors: Contact Betsy Fry at Frypan Partners with display unit dimensions & details Exhibitors Shipping In Display Materials: Submit Freight Notice Forms to Frypan Partners LLC
Tuesday 17-Mar	NOON Deadline for Booth Registration. Only on-time paid reservations are included in random booth drawing
Mon 23-Mar	All Day Booth Assignments Announced - Mobile display move-in appointments confirmed
Mon 27-Apr	8:00 AM Freight Window Opens for Receiving at ISHM Advance Warehouse  ABF FREIGHT TERMINAL, 1117 East Grand Blvd., Oklahoma City, OK 73129
Fri 8-May	8:00 PM Freight Window Closes for <u>On-Time Receiving</u> Late Shipments still accepted & delivered to the Hall
Mon 11-May	5:00 AM Frypan begins event set-up, focus on exhibit booths first, then general areas 8:00 AM Mobile display move-in begins, arrivals by appointment 10:00 AM Historical Freight Is delivered 1:00 PM Exhibit display freight is delivered to hall . . . manifested, sorted to aisles 3:00 PM Fire Marshal's initial inspection 4:00 PM Staged freight gets delivered to booths, late freight arrives to be manifested & sorted 5:00 PM Exhibitors move-in, Late freight delivered to booths. Historical Area can unpack & set up 9:00 PM Aisle clearing begins, Fire Marshal's final inspection 10:00 PM Finish for the day, booth valet begins
Tues 12-May	7:00 AM Exhibitors may access exhibit hall 7:30 AM EXHIBITS OPEN, Classes begin & continue throughout the day 8:30 AM GENERAL ASSEMBLY, for all ISHM Participants, 3rd Floor Ballroom, Meeting ends at 9:45 AM 11:30 AM Luncheon service begins for exhibitors. General luncheon service for all others begins at Noon 1:30 PM Luncheon service ends 5:00 PM ISHM closes for the day & overnight guards arrive 5:30 PM All exhibitors must be out of the hall 8:00 PM Booth valet service completed
Wed 13-May	7:00 AM Exhibitors may access exhibit hall 7:30 AM EXHIBITS OPEN, Classes begin & continue throughout the day 11:30 AM Luncheon service begins for exhibitors. General luncheon service for all others begins at Noon 1:30 PM Luncheon service ends 5:00 PM ISHM closes for the day & overnight guards arrive 5:30 PM All exhibitors must be out of the hall 8:00 PM Booth valet service completed
Thurs 14-May	7:00 AM Exhibitors may access exhibit hall 7:30 AM EXHIBITS OPEN, Classes begin, Last class begins at 10:50 am 8:00 AM ABF Freight Agent arrives, set up at Frypan Desk 9:00 AM Mobile display tow vehicles for egress are allowed into dock for parking 10:00 AM At Frypan desk, exhibitors may drop off small packages for outbound service 10:50 AM EXHIBIT CLOSES, Only exhibitors allowed in Halls C & D Security arrives and tear down & move out begins Pathways cleared to dock door, including carpet roll up Outbound display freight packed up & labeled by exhibitor booth staff when completed, Frypan stages 11:30-Noon BOTH OVERHEAD DOORS OPEN Hall C Overhead dedicated to exhibitor loading & move-out Hall D Overhead prioritized for mobile display egress 1:00 PM Freight Pick-up Window Opens 3:00 PM Frypan distribution of small packages to carrier points 3:00 PM Historical items loaded & removed to storage unit 4:00 PM Freight Pick-up Window Closes - Forced Freight Manifesting Begins Sharply at 4PM  All remaining LTL shipments will move out on ABF, On Shipper's Account or Force-shipped Freight Collect

2026



ISHM Customer Service ~ Frypan Partners LLC, Betsy Fry

GENERAL & FREIGHT INSTRUCTIONS

Email: FrypanOK@aol.com ~ Call or Text: 405-623-8183

ADVANCE FREIGHT RECEIVING WINDOW April 27 through May 8, 2026

INBOUND

Freight Instructions

If you're shipping in display materials, Ship To: ISHM Adv Whse c/o ABF Freight Terminal, 1117 E Grand Blvd, Oklahoma City, OK 73129

Submit Forms by May 8, 2026 Sooner is even better

On-Time Freight will be delivered to booths Sunday, May 11, and Exhibitors Move-in May 12, 11:00 am Submit all forms by 5/8/2026 Freight Notification forms, Labor Order, Payment Arrangement form for On-Site Service Charges Credit card info may be phoned in

SHIP TO

ISHM Advance Warehouse. c/o ABF Freight Terminal, 1117 E Grand Blvd., Oklahoma City, OK 73129.

OKC Convention Center does NOT have receiving services. DO NOT SHIP DIRECTLY TO THE OKC CONVENTION CENTER! A hefty Out Of Area Penalty of \$250.00/cwt applies to shipments made directly to the convention hall. Goods may not be delivered to you in time for exhibit display.

On-Time Receiving Window

April 27 thru May 8, 2026 ABF Receiving Hours: Mon-Fri 7:00 am to 6:00 pm Terminal Closed Saturdays & Sundays

Late Window

Goods Received After May 8 Will Be Accepted & Will Be Delivered to Exhibit Hall. Late Scheduled Fee Will Apply late drayage to OKC Convention Center will be Monday, May 11 at 4:00 pm

Include OutBound Instructions

In your display materials, pack instructions for your exhibit staff about out-bound preparations. Provide Frypan Partners with a copy of your outbound Bill of Lading or customer bar-coded labels for UPS, FedEx or other small package out-bound shipments. Please Note: Frypan's office copies are NOT your shipping documents. These are for reference ONLY when tracking outbound shipments. Stop by the Frypan Service Desk during exhibit hours for help. MAKE PAYMENT ARRANGEMENTS for On-Site Service Charges. Do this BEFORE show close. Otherwise, your shipment will be force shipped ABF and will incur additional charges from Frypan. To help you, an on-site ABF Freight Desk will be open Thursday 5/15 to assist if you have questions.

EXHIBIT HALL

OKC CONVENTION CENTER, 100 Mick Cornet Drive, Oklahoma City, OK 73109 Halls C & D, Loading Dock is located on the east side of the building. Access from Gaylord at SW 5th Street. Guard's hut is outside the gate. Walk-in move-in from south end of convention hall, front door on Robinson, or door by walk-way crossing to Omni Hotel.

MOBILE Appointment MOVE-IN Mobile Displays / Trailers ONLY

MONDAY, As Scheduled MAY 11 - 8AM- 12PM, by special appointment

EXHIBIT BOOTH MOVE-IN MONDAY

MONDAY, MAY 11 - 5 PM - Finish by 10PM Be Sure To Check In at ISHM Booth #A-01

PARKING

The most convenient parking is in the lot directly south of the exhibit hall OR in the parking garage to the north. Trolley service is also nearby.

REGISTRATION & Exhibitor Check-In

Register for the event in the Main Lobby. Then Exhibitors also CHECK-IN at the ISHM Exhibit Information Desk inside the exhibit hall, Booth A01

2026 EXHIBIT OPENS WED & THURS EXHIBIT HOURS TEAR DOWN BEGINS

TUESDAY, MAY 12, 7:30 AM, Exhibitors may access Hall at 7:00 AM each day to prepare 7:30 AM to 5:00 PM WED MAY 13, and 7:30 AM to 10:50 AM THURS MAY 14, 2026 10:50 AM THURSDAY, MAY 14 - Vacate ASAP by 4:00 PM Same Day

Continued on Page 2

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ISHM Customer Service ~ Frypan Partners LLC, Betsy Fry

GENERAL & FREIGHT INSTRUCTIONS

Email: FrypanOK@aol.com ~ Call or Text: 405-623-8183

ADVANCE FREIGHT RECEIVING WINDOW
April 27 through May 8, 2026

<p>OUTBOUND Freight Instructions</p>	<p>Tear Down Begins at 10:50 AM THURSDAY, MAY 14 - Vacate ASAP, by 4:00 PM Same Day Freight Pick-up window is open 1:00 pm to 4:00 pm ON 5/14 ONLY. At 4:00 pm, any remaining outbound shipments that are improperly labeled, unrouted, not picked up, otherwise complicating hall clearance will be force-shipped via ABF Freight, charged to your ABF account or via FREIGHT COLLECT. Force Ship Fee will apply to forced shipments. If you're not sure about transit shipments, open an ABF Freight account in advance to save \$ & be easy by using our preferred carrier.</p>
<p>SHIPMENTS</p>	<p>Coordinated by Frypan Partners LLC, Betsy Fry 405-623-8183 FrypanOK@aol.com</p>
<p>SMALL PACKAGE SERVICE</p>	<p>For small packages moving Ground, Air, or Second-Day: EACH PIECE MUST BE LABELED, Be smart! Include pkg count (#1 of 3, #2 of 3, etc) Be smart, drop off your small packages at Frypan's desk. Be even smarter by giving Frypan reference copies of your outbound customer-coded shipping label.</p> <p>Ground-Air-2ndDay Bar-coded Customer Labels are <u>required</u> for each piece in your shipment</p> <p>Frypan arranges Small Pkg pick-up No need for you to schedule pick-up. Frypan will get your properly labeled small packages on the move! We will check booths for small package shipments, but smart exhibitors drop off small packages at Frypan's desk, just to be sure everything's right.</p> <p>Improper Labels? If bar-coded customer labels are not affixed to your shipment, material will be palletized & re-routed to be force-shipped via ABF Freight, billed to your account (if provided) or Freight Collect. NO EXCEPTIONS. Coordination Surcharge will apply</p> <p style="text-align: center;">Frypan arranges pick-up for Small Package services. Should plans change & you set up your own pick-up, Frypan must be notified on site. Change of plans without notice may incur additional charges. Please don't make us hunt for packages that have gone out some other way.</p>
<p>COMMON CARRIER, LTL, LOGISTICS</p>	<p>Pick-up Window: Thursday, May 14 - 1pm-4pm, Be sure pick-up carrier has correct paperwork</p>
<p>Exhibitor Arranges for pick-up LTL Freight or Logistics Services</p>	<p>Arrange pick-up at OKC Convention Center, 100 Mick Cornet Drive, Oklahoma City, 73109 Dock is accessed from Gaylord at SW 5th Street</p>
<p>Copy Bill of Lading for Frypan!!!</p>	<p>A copy of your Bill of Lading should be provided to Frypan Partners, for reference only -- this copy is NOT your shipping document. It is Frypan's reference copy</p>
<p>Missed Window</p>	<p>Freight not picked up by 4PM on Thursday May 14 will be re-routed to ABF Freight, on your ABF account or via Freight Collect. NO EXCEPTIONS. Coordination Surcharge will apply</p>
<p>OUTBOUND PREPARATION</p>	<p>PLEASE ADVISE YOUR EXHIBIT STAFF - Include Info with Display Materials</p>
<p>COPY FRYPAN WITH YOUR OF LADING OR SMALL PACKAGE LABELS</p>	<p>BILL Confirm that your OUTBOUND Freight Notice Forms have been provided to Frypan Partners. This is the notification that freight is in your booth to be processed out from the Exhibit Hall. Frypan Partners service desk is manned during the event. Stop by the Frypan Service Desk during exhibit hours. We don't bite.</p>
<p>We use copies for reference, not for placement on your shipment</p>	<p>Each package must be identified. UPS, FedEx or other Small Package Services require that each piece must have bar-coded customer label attached to each piece. LTL shipments by Common Carrier or Logistic Services must have a <i>Bill of Lading</i> If you plan for outbound shipment, include ID label for each piece corresponding to <i>Bill of Lading</i>. If shipping internationally, customs documents are required. Please be SURE Frypan has office copies of all your shipping documents.</p>
<p>SEND IN YOUR FORMS In-Bound Freight Notice Out-bound Freight Notice of Lading or Coded Labels Labor Order Trailer Notice Payment Arrangement THANK YOU</p>	<p>Bill Pack up & label goods for shipment. Drop off small packages at the Frypan desk, but leave LTL freight in your booth. If needed, Frypan Partners will shrink wrap for shipment. However, if your shipment requires banding, please advise Frypan Partners before the close of the exhibit. Banding material and assistance will be available or provided. Extra pallets are on hand if you need one.</p> <p>If you prefer to carry out your goods or take your shipment directly to a UPS or FedEx store, that's no problem. But ... If this approach is a change to your original outbound plan, please be sure Frypan Partners knows not to look in your booth for your pre-arranged shipment.</p>
<p>Special Note: ISHM outbounds routed on FedEx Freight & FedEx Express have often been fouled up by this carrier in OKC. In our opinion, FedEx Freight may well understand general LTL shipments, but in OKC they do not realize the intricacies for LTL <u>with trade shows</u>. We urge you to consider this all too frequent factor with FedEx as you make your plans to ship out from Oklahoma City. We prefer using the ABF Freight Systems Trade Show Division</p>	

ISHM 2026 	Booth No. (if known)	2026 SCHOOL May 12-13-14	2026	Credit Card Processing will show charges from Frypan Partners LLC	Payment Arrangement
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Complete, Scan & Email to FrypanOK@aol.com or PHONE IN CARD INFO 405-623-8183 ISHM Customer Service, Frypan Partners	Exhibiting company:	
	On-Site Contact:	
	On-Site Cell Phone:	

ON-SITE SERVICES MUST BE GUARANTEED IN ADVANCE BY CREDIT CARD

This form is due on or before 5/14/2026 or \$ Penalty will apply

On-Site Services Price List

Minimum Freight	1 cwt	1 unit of 100 LBS or less = 1 cwt, from there 101-200 LBS = 2 cwt, 201-300 = 3 cwt, etc
Account Fee	\$65.00	per shipper, flat fee for show services
Standard Drayage Inbound Only	\$65.00	per cwt, 1-way Rate, ONE-WAY drayage from terminal to your booth
Standard Drayage Outbound Only	\$65.00	per cwt, 1-way Rate, ONE-WAY drayage from your booth to terminal
Standard Drayage Both In & Out	\$95.00	per cwt, RT Rate, ROUND TRIP from Advance Warehouse to booth & back to point of pick-up (\$47.50 each way)
Early Arrival Storage Fee	\$25.00	per cwt, per day, for goods arriving prior to receiving window opening, in addition to Drayage
Late Arrival Fee	\$185.00	per shipper, flat fee, for goods arriving after receiving window close, in addition to Drayage
Special Delivery Drayage Fee	\$185.00	per cwt, unique & special 1-way Drayage, delivered to your booth or to local outbound destination
Coordination Surcharge	\$185.00	per shipper, added fee, if freight is mislabeled or other complication seriously impedes handling
Force Ship Fee	\$185.00	per shipper, 1x per shipment in addition to Account Fee, if freight has not been picked up by 4:00pm move-out day
Account Penalty Fee	\$250.00	per shipper, if payment arrangements are not set up with Frypan on or before May 15, 2025
Out of Area Penalty	\$250.00	per cwt, for mis-directed shipments, applied in addition to other applicable service rates and fees
ADVANCE ORDER Forklift Service	\$125.00	per hour, 1 hour minimum per occurrence, second hour in quarter hr increments
ON-SITE ORDER Forklift Service	\$185.00	per hour, 1 hour minimum per occurrence, second hour in quarter hr increments
Booth Valet	\$75.00	per night, per booth. + \$25 per added unit in multi-unit displays. Vacuum, trash basket serviced, anti-bacterial wipe down
Standard Labor	\$75.00	per worker, per hour, 1 hour minimum then Qtr Hr increments, 50# lift limit, step-stool height limit
Skilled Labor	\$175 /hr or by Quote	per worker, per hour, or by project quote. 1 hour minimum. Advise tasks for quote. Limitations may apply.

OKC CONVENTION CENTER	Use Their Forms	OKC CONVENTION CENTER SERVICES (PHONE, PLUMBING, SPECIAL INTERNET, AV)
To Obtain Convention Center Forms, Call 405-768-4616 or Email: ExhibitorServices@OKCconventioncenter.com		

Credit card information must be provided to Frypan on or before Thursday, May 14, 2026 or Account Penalty Fee will apply.
Call in card information 405-623-8183, provide in-person at show, or submit this form. PLEASE MAKE ARRANGEMENTS

You can phone in your card number			CARD INFO		
Name as it appears on card					
Account Number					
Expiration Date	Mo/Yr		CVV		
Bill To Company / Individual					
Credit Card's Bill-To Address					
	City	State	Zip Code Associated With Card		
Email Receipt/s to	1	2	3		
Mobile Phone	Ofc Phone		Extension		

After the ISHM event and after any shipments in and/or out have been made, charges will be calculated and applied to your credit card account. A receipt for charges will be emailed to the card holder noted above, along with a detailed description of your purchase. Please do not ask us for receipts on site. If you would like personal copies for your records, please stop by Frypan's on-site service desk to arrange for those copies to be sent to you -- or note up to 3 Email addresses above.






When completed, **CALL IN CREDIT CARD INFORMATION, or if you prefer, scan & email this form to FrypanOK@aol.com**

For further information: Betsy Fry, Frypan Partners LLC, PO Box 87, Spencer, OK 73084

Phone: 405-623-8183 or Email: FrypanOK@aol.com



ISHM 2026	Inbound Freight Notification		SCHOOL DATES May 12-13-14, 2026	2026	INBOUND
Scan & Email FrypanOK@aol.com or USPS: PO Box 87, Spencer OK 73084 ISHM Customer Service, Frypan Partners LLC		Exhibiting Company or Organization:			
Only pre-paid shipments are accepted at ISHM Advance Whse		Contact:	Booth # If Known		
PLEASE HELP US KNOW WHAT TO EXPECT		Mobile Phone:			
This form is due Friday May 8, 2026 - but this is Oklahoma: Sooner is Better					
We plan to ship Inbound:	Please Check One:	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> Maybe, NOT SURE YET	
We plan to ship Outbound:	Please Check One:	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> Maybe, NOT SURE YET	
	ISHM ADVANCE WAREHOUSE RECEIVING WINDOW: <u>MONDAY APRIL 27 THRU FRIDAY MAY 8, 2026</u>				
SHIP TO: (On the label, use your company name here) - Booth # - IF KNOWN ISHM ADVANCE WAREHOUSE c/o ABF FREIGHT SERVICES TERMINAL 1117 EAST GRAND BLVD. OKLAHOMA CITY OK 73129 ATTN: Betsy Fry 405-623-8183 ISHM Customer Service					
<i>Sample Label</i>					
<i>Label Each Piece!</i>					
2026 SHIP TO ARRIVE	Between MON APRIL 27 & FRI MAY 8, Receiving 7:00 am to 6:00 pm Monday through Friday Arrivals before April 27 may be charged storage fees - Arrivals after May 8 are subject to Late Fee. Terminal Closed Sat & Sun				
ABF FREIGHT SYSTEMS IS ISHM'S PREFERRED CARRIER & OFFICIAL TRANSPORTATION PROVIDER We work with the Trade Show Division to be sure you get the attention & services you need					
 Need an ABF Account? Call 800-654-7019 for an ABF Trade Show Expert. Time-Critical? Just Say So.					
ABF has served as the ISHM Advance Warehouse for several years without fail. We work with their Trade Show Division in cooperation with the ABF OKC Terminal, located a short distance from the OKC Convention Center. With time-critical LTL service available & their expertise with border shipments to Canada and Mexico, ABF provides the transit freight services that our Exhibitors need. Tracking is simple and service is dependable. A division of ArcBest, we are especially pleased that ABF Freight Systems truly understands trade shows and the immediate needs that these events entail.					
DO NOT SHIP TO THE CONVENTION CENTER! NO ONE THERE IS PREPARED TO ACCEPT DELIVERY					
If your freight is shipped directly to the Convention Center, a substantial penalty fee will be applied. See price list: <i>Out of Area Penalty</i> HOW MANY WAYS MUST WE WE SAY IT? DO NOT SHIP TO THE CONVENTION CENTER					

INBOUND ISHM Freight will be delivered to your booth or to the aisle in front of your booth

On-Site Service Charges will apply. See Price List on Payment Arrangement Form

Frypan Partners can also help you unload or set up your display. Advance On-Site Labor Order (see separate form) or ask for help on-site

Move your packing materials to the special storage area of the ISHM exhibit hall for your retrieval at the close of the event

Labor charges will apply if your packing materials are simply left in the aisle for Frypan to move to storage

Dollies and a floor jack are available for your use at no charge

Ample storage is available in the Exhibit Hall. Do not use utility aisle space behind your booth for storage

After the ISHM event and after any shipments inbound and/or outbound have been made, charges will be calculated and applied to your credit card account. A receipt for charges will be e-mailed to the card holder noted above, along with a detailed description of your purchase. Please do not ask us for receipts on site. If you would like personal copies for your records, please stop by Frypan's on-site service desk to make arrangements for those copies to be sent to you.





When completed, email this form to FrypanOK@aol.com

For further information: Betsy Fry, Frypan Partners LLC, PO Box 87, Spencer, OK 73084

Phone: **405-623-8183** or Email: FrypanOK@aol.com



ISHM 2026		Inbound Freight Notification			SCHOOL DATES May 12-13-14, 2026	2026	OUTBOUND
Scan & Email FrypanOK@aol.com or USPS: PO Box 87, Spencer OK 73084 Customer Service, Frypan Partners LLC		ISHM		Exhibiting Company or Organization:			
Only pre-paid shipments are accepted at ISHM Advance Whse				Contact:		Booth # If Known	
PLEASE HELP US KNOW WHAT TO EXPECT				Mobile Phone:			
This form is due Friday May 8, 2026 - but this is Oklahoma: Sooner is Better							
We plan to ship Outbound:		Please Check One:		<input type="checkbox"/> YES		<input type="checkbox"/> NO	
				<input type="checkbox"/> Maybe, NOT SURE YET			
WE PLAN TO USE:		Check all that apply		<input type="checkbox"/> Small Pkg Svc		<input type="checkbox"/> Common Carrier LTL	
				<input type="checkbox"/> Air Freight		<input type="checkbox"/> Hot Shot Service	
						Must Arrive By <input type="text"/>	
<p>SHIP FROM: ISHM 2026 OKC CONVENTION CENTER - Booth # Put your <u>company name</u> on the second line Use your own return address Your City, State & Zip ATTN: Your in-house contact name, with phone number</p> <p><i>Sample Outbound Label</i></p> <p><i>Label Each Piece! include count for multipiece load: 1 of 3, 2 of 3, 3 of 3 etc.</i></p> <p>SHIP TO: COMPANY NAME -- OR -- NEXT EVENT NAME & BOOTH # Street address for your destination, include building name or suite number if used Destination City, State & Zip ATTN: Your contact name, with phone number</p>							
Frypan arranges small package service! LABEL EACH PIECE with a pre-printed bar-code sticker. Please, copy those labels to Frypan							
LTL Shipper Provides: Bill of Lading, copied to Frypan and all customs documents Frypan can shrink wrap							
Shipper arranges their own LTL pick-up:		We will use:			Phone:		
INSTRUCT YOUR CARRIER TO ARRIVE BETWEEN 1:00 PM AND 4:00 PM, THURSDAY, MAY 14. Not before & not after. 1:00 to 4:00 ONLY After 4:00 pm <u>sharp</u> , any remaining shipments will be Force-Shipped ABF Freight Collect and Surcharge will Apply. No Exceptions							
OKC Convention Center:		100 Mick Cornet Drive or 500 South Robinson. Dock is on EAST SIDE of Convention Center, near SW 5th Street. Approach from Shields Blvd (aka Gaylord). Railroad underpass on Oklahoma Blvd has 17 ft clearance					
ABF FREIGHT SYSTEMS IS ISHM'S PREFERRED CARRIER & OFFICIAL TRANSPORTATION PROVIDER We work with the Trade Show Division to be sure you get the attention & services you need							
		Need an ABF Account? Call 800-654-7019 for an ABF Trade Show Expert. Time-Critical? Just Say So.					
ABF has served as the ISHM Advance Warehouse for several years without fail. We work with their Trade Show Division in cooperation with the ABF OKC Terminal, located a short distance from the OKC Convention Center. With time-critical LTL service available & their expertise with border shipments to Canada and Mexico, ABF provides the transit freight services that our Exhibitors need. Tracking is simple and service is dependable. A division of ArcBest, we are especially pleased that ABF Freight Systems truly understands trade shows and the immediate needs that these events entail.							

Frypan Partners strives to ensure that only authorized individuals can remove your goods from the exhibit hall when ISHM has ended. If your carrier arrives without proof of that authorization, materials will not be released until we have the okay from you, up until 4:00 pm on move-out day. Your name and mobile phone number should be in the upper right corner of this form for just that reason. At 4:00 pm, any remaining goods will be Force Shipped via ABF Freight Systems, Freight Collect, and Frypan's penalty fee will be applied to the cost of on-site services.

For material handling price list, see Payment Arrangement form

After the ISHM event and after any shipments inbound and/or outbound have been made, charges will be calculated and applied to your credit card account. A receipt for charges will be e-mailed to the card holder noted above, along with a detailed description of your purchase. Please do not ask us for receipts on site. If you would like personal copies for your records, please stop by Frypan's on-site service desk to make arrangements for those copies to be sent to you.



When completed, email this form to FrypanOK@aol.com

For further information: Betsy Fry, Frypan Partners LLC, PO Box 87, Spencer, OK 73084

Phone: 405-623-8183 or Email: FrypanOK@aol.com



ISHM LABOR ORDER



SCHOOL
May 12-13-14
2026

2026

ON-SITE LABOR

Scan & Email FrypanOK@aol.com or Mail: PO Box 87, Spencer OK 73084. Or if you prefer, phone it in to 405-623-8183

Exhibiting
company:

Booth Valet, Forklift, and Labor Assistance For Move-In / Out

Contact:

Booth #

MOVE-IN Mon May 11 at 5:00 pm

MOVE-OUT Thurs May 14, 10:50 am, Finish by 4pm

Cell Phone:



Frypan Pardners, On-Site Customer Service

This form is due Friday May 8, 2026 For Advance Order Rates & Include Payment Arrangement Form

LABOR SERVICES

Booth Valet

VALET SERVICE
is a tidy-up

Advance Order Rate: \$75.00 per booth per night, plus \$25 per added unit for multi-unit booth displays

Minimum Charge: 1 Night

On-site Order Rate: \$85.00 per booth per night, plus \$25 per added unit for multi-unit booth displays

Wipe down exposed tabletop with antibacterial wipes, vacuum booth, empty & reline trash basket

We can't know if you want old sodas or water bottles. If not, please toss. Not tossed? They will be there for you the next morning

Set out trash baskets to be emptied. Only trash in baskets will be removed.

Monday night
 Tuesday night
 Wednesday night

Check nights of service wanted

Forklift Service

Advance Order
before May 8

ADVANCE ORDER \$125/hr On-site order \$185/hr

FORKLIFT SERVICE - INBOUND / UNLOADING

Number of items _____

Estimated Arrival Time _____

ADVANCE ORDER \$125/hr On-site order \$185/hr

FORKLIFT SERVICE - OUTBOUND / LOADING UP

Number of items _____

Estimated Loading Time _____

Labor Options

Plan Ahead If You Can

Advance Order **On-Site Order**

\$25/hr Surcharge for On-Site Orders

Standard Labor \$75.00
Minimum Charge 1 Hour

Unskilled labor, loading, unloading, packing, unpacking, no power tools, 44-lb solo lift limit. 2-step ladder limit
After one hour, charged at .25/hr increment

Maximum Lift Solo: 44lbs

Skilled Labor \$175.00
Minimum Charge 1 Hour

Can use power tools, cutting, heights limited to use of 5' ladder. Quote for special projects
After one hour, charged at .25/hr increment

Maximum Lift Solo: 44lbs

All labor assignments must be performed on site



ADVANCE ORDER

If you expect to need help at move-in or for move-out, please let us know. Times can be approximate.
EMAIL FORM : FrypanOK@aol.com
Or call 405-623-8183
On or before May 9

Advance orders have Scheduling Priority

TO ARRANGE LABOR ON SITE At OKC Convention Center

Visit Frypan Pardners
ISHM Customer Service Desk
or call 405-623-8183

Standard Skilled Move-in Move-out Both

TASK

DURATION

Hr/s

No. of Workers Required

START TIME

END TIME

Let's get the job done right.
On-site evaluation of work required might affect plan

SKILLS NEEDED

REPORT TO

or

CELL PHONE

or

Please plan carefully. We value our labor force and strive to ensure that all work assigned is safe and can be completed in a timely manner. If you are unsure about requirements, please give us a call at **405-623-8183**.


After the ISHM event and after any shipments in and/or out have been made, charges will be calculated and applied to your credit card account. A receipt for charges will be e-mailed to the card holder noted above, along with a detailed description of your purchase. Please do not ask us for receipts on site. If you would like personal copies for your records, please stop by Frypan's on-site service desk to make arrangements for those copies to be sent to you. Or note your request for emailed copy of the receipt on your Payment Arrangement Form.



When completed, email this form to FrypanOK@aol.com

For further information: Betsy Fry, Frypan Pardners LLC, PO Box 87, Spencer, OK 73084
Phone: **405-623-8183** or Email: **FrypanOK@aol.com**



ISHM 2026 - Order Exhibitor Services	EVENT May 12-13-14	EXHIBITOR MOVE-IN Mon May 11	CLOSE & STRIKE Thurs May 14 11 am to 4 pm	
	A/V Internet Phone Plumbing Order From Convention Center			

ISHM PROVIDES ELECTRICAL SERVICE for its Exhibitors at the OKC Convention Center



Welcome to the Oklahoma City Convention Center. This area will provide you the place to order all your booth needs for your upcoming show. If you need any help ordering your services, please do not hesitate to contact us. We want to make sure you have exactly what you need for a successful event!

Existing Users

If you have previously placed orders with us, enter your login name (your e-mail address previously provided) and your password in the box to the right. If you have forgotten your password, press "Forgot Password" in the box to receive a new temporary password. If you do not see your temporary password in your inbox, please check your Spam folder.

New Users

Register as a user to obtain a temporary password so you can order your exhibit booth needs. If you do not see your temporary password in your inbox, please check your Spam folder.

AV Internet Phone Plumbing

Order Online

okcconventioncenter.com

100 Mick Cornett Drive • Oklahoma City, OK 73109
Phone: (405) 768-4616 • Email: exhibitorservices@okcconventioncenter.com



Electrical service is provided with your booth. No need to order from the Convention Center.
Each 10 ft wide x 8 ft deep booth includes 1 plug in point for a 5 amp circuit of normal 110v power.
Exhibitors should bring their own extension cords (25 ft reach recommended) and multi-socket extenders

IMPORTANT CHANGE -- FILL OUT THIS BOX & SUBMIT THIS FORM

5 Amps of normal household current comes with booth. Please indicate circuit size if your need is greater

5 Amp 10 Amp Std 15 Amp 20 Amp

Be sure to mark & send in this form, jot your name & mobile phone number if you'd like Frypan to call

Company Name:	Contact Name & Mobile No.
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for A/V Equipment Please Note

<h3 style="margin: 0;">ISHM CLASSROOM INSTRUCTORS</h3> <p style="font-size: small; margin: 5px 0;">If you order through the Cox Convention Center, you will be responsible for rental charges. If rental is intended for use in an ISHM classroom setting, you must order through Leon Crowley. Lcrowley@ou.edu 405-831-8609 NO EXCEPTIONS</p> <p style="font-weight: bold; margin: 5px 0;">Charges for classroom equipment ordered directly will NOT be reimbursed</p>	<h3 style="margin: 0;">ISHM EXHIBIT BOOTHS</h3> <p style="font-size: small; margin: 5px 0;">REMINDER: ISHM Exhibit Rules limit maximum video screen size a 65" corner to corner measured diagonally</p>
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For further information, contact ISHM CUSTOMER SERVICE



Betsy Fry
405-623-8183 FrypanOK@aol.com

School Dates May 12-13-14
Tues-Wed-Thur

Oklahoma City Convention Center, 500 South Robinson or 100 Mick Cornett Drive.
Dock is on East Side of Building, Access from South Shields at SW 5th Street

All Mobile Displays Move-In By Appointment, **MONDAY May 11**, from 8:00 am to 12:00 pm


After Move-In, you may continue to set up or return Monday Evening for set up at 5:00 pm

This Form Has Changed a Bunch

Mobile displays, trailers, powered vehicles or over-sized equipment must be approved by the ISHM Exhibit Chair and/or the ISHM Committee.
Reserve mobile display space with Customer Service, Betsy Fry at 405-623-8183

Proof of Liability Insurance is required to drive into the exhibit hall. Please submit a copy of this document to have on file at move-in time. We submit it to Dock Security so they won't delay your driver. On File

Exhibiting Company Name _____	
Exhibit Contact's Name _____	
Contact's Email Address _____	Contact's Mobile Phone _____
Driver's Name _____	Driver's Mobile Phone _____


 New Display
 Previously Displayed
 Most recent year displayed

MOBILE DISPLAY DETAILS:

Over The Road Measurement Incl Tow Vehicle Height: Length Width

Actual Display Measurement Incl Everything Height: Length along aisle Width

Be sure to include every appendage, hitch, staircase, ramp, swinging door, window flap, knob, rack, or pointy-thing

Unit Space is 8 feet wide (long) by 10 feet deep

TO RESERVE MOBILE DISPLAY SPACE, CALL BETSY FRY 405-623-8183 PLEASE DO NOT RESERVE ON-LINE

CALCULATION WORKSHEET

Basic Unit: 8 ft wide x 10 ft deep

It's easy to calculate space needed for your exhibit, Divide Display Length by 8 to know how many units are required. Round up to nearest whole number.

Example: If Actual Display is 30 ft long, divide 30 by 8 = 3.75. Must be whole units. Round Up to 4

Add Depth: beyond 10 ft default

For additional Depth beyond 10 feet multiply length times added depth for the total additional sqft to include in your space

Add Meeting Space (Adjacent Booth)

Mobile exhibits are set on the polished concrete, but padded & carpeted meeting space can be comfortably adjacent to your display. This standard booth area would be furnished with a skirted 6-foot table, two chairs & wastebasket, and with backdrapery where appropriate.

Without an additional booth unit, a table & chairs *may* be provided, but only if sufficient floor space is available. Aisle space must be kept clear.

Total Length	Total Units	Unit \$ Price	Total \$
		\$1250	

Uncarpeted Units Uniform booth ID sign included.

Total Length Ft	Added Depth Ft	Added Sqft	Price Per Sqft	Total \$ Add Depth
X	=		\$16.00	

Add 1 Carpeted Booth For Meeting Space	Adjacent Booth	\$ Added Booth
	\$1250	

TOTAL	Total Space	Total \$ Amount
To order online, use these totals		

Audience Access	Check All That Apply	<input type="checkbox"/> Driver's Side	<input type="checkbox"/> Passenger Side	<input type="checkbox"/> Back	<input type="checkbox"/> Stairs	<input type="checkbox"/> Ramp

FOR MANEUVERABILITY and to streamline ISHM's set-up, mobile displays will be moved into the hall early in the show building process, generally prior to the erection of pipe & drape but with carpet and equipment in various locations on the exhibit hall floor. Do not drive over these materials. Please consider how the apparent disorder may affect your turning radius & backing needs inside the exhibit hall. Use the most compact trailer size possible to transport your exhibit. Be sure forklift tines can fit under your load. Spotters will be on-site to help your driver get your display into position.

Electrical Connection	120 Volt Household <input type="checkbox"/>	208 Volt Single Phase <input type="checkbox"/>	208 Volt Three Phase <input type="checkbox"/>
Other connection need? Please Describe _____	AMPS <input type="text"/>	NEMA Plug No. <input type="text"/>	

MOVE-OUT: On Thursday, May 14th, your tow vehicle can park inside the dock area as early as 9:00 am. Show tear down begins at 10:50 am. Clearing the path to overhead doors will be high priority, but expect waiting time before you can move your display. Displays generally move out in reverse order of arrival.